



## Add District/School Attendance Center Information Menu School Year 2008-2009

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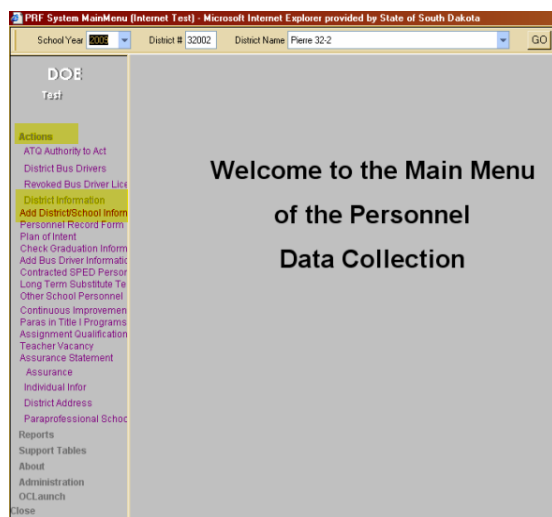
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**Data is required for each attendance center before continuing to other menus  
A mandatory field beginning 2007/2008 is District Base Salary**

## ADDING NEW ATTENDANCE CENTERS

**STEP #1:** Open the PRF. Click on:

- **Actions**
- **District Information**
- **Select Add District/School Information**



**Step #2: Add the District Base Salary**

**The District Base Salary is a New Field for 2008-2009**

District Attendance Center Information

District Base Salary

**Highlight a specific attendance center row and choose the option of "Edit Attendance Center Info" button.**

Attendance Center	Grade Span	Weekly FTE	Qtr/Trm
00 System Wide	PK-12	2400	Q
01 T F Riggs HS - 01	9-12	1965	Q
02 Georgia Morse MS - 02	6-8	1975	Q
03 Buchanan Elem - 03	KG-5	1650	Q
04 Washington Elem - 04	KG-5	1650	Q
06 Jefferson Elem - 06	PK-5	1650	Q
07 McKinley Elem - 07	KG-5	1650	Q

**Data is required for each attendance center before continuing to other menus.**

- Type in the Base Salary for the District. This salary is the beginning teacher salary offered by the district. You will not be able to sign off on your Assurance Statement until this field is completed.
- Click on the Update Salary Button

**Step #3: Adding Attendance Center Information**

**The data encoded to the Attendance Center Information Screen calculates the full-time equivalency for each personnel record assigned to the Attendance Center.**

District Attendance Center Information

District Base Salary

**Highlight a specific attendance center row and choose the option of "Edit Attendance Center Info" button.**

Attendance Center	Grade Span	Weekly FTE	Qtr/Trm
00 System Wide	PK-12	2400	Q
01 T F Riggs HS - 01	9-12	1965	Q
02 Georgia Morse MS - 02	6-8	1975	Q
03 Buchanan Elem - 03	KG-5	1650	Q
04 Washington Elem - 04	KG-5	1650	Q
06 Jefferson Elem - 06	PK-5	1650	Q
07 McKinley Elem - 07	KG-5	1650	Q

**Data is required for each attendance center before continuing to other menus.**

- Each District Attendance Center should be pre populated in your District Attendance Center Information.

**It is important you inform the Department of Education of any changes to your Attendance Centers for the Ed Structure Collection. This includes Name, Grade Span, etc. This information is due in April of each year and one important use is to pre-populate this screen. Changes cannot be made to the PRF System. Questions can be directed to Jennifer Rattling Leaf at 773-4703.**

- To Add Attendance Center information you should do the following:
  - Highlight the Attendance Center
  - Click Edit Attendance Center

- **Add the Average Weekly Minutes**

**“Average Weekly Minutes” is defined as the minutes per week of instructional time.**

Attendance Center Information  
~~Attendance Center: 01 - T T Higgs HS - 01~~  
**Grade Span: 9 - 12**

---

**Average Weekly Minutes:**  (Enter the average minutes per week of instructional time)

**School Term Type:**  (Select Q for quarters/semesters or T for trimesters)

**Highlight a specific time option row and choose the option of "Edit Time Option"**

Time Option	Total Weekly Minutes
1	281
2	561
3	842
4	1123
5	1404
6	1684
7	1965

**IMPORTANT:** If you are changing your school term type, average weekly minutes or time options, refer to the "District and School Attendance Center" section of your manual before making changes. After reading the manual if you need clarification, contact DOE at 773-4638.

Time options are NOT necessary for completing the attendance center data but can save you time if you setup some common minutes for class periods.

Print Report: By Staff Person  
 Print Report: Total FTE By Attendance Center  
 Print Report: Time Options Used on Personnel Records

Add Time Option Edit Time Option Delete Time Option Cancel Save All

**The following pages include examples of how to determine your Average Weekly Minutes.**

- Below are examples of how to calculate Average Weekly Minutes.

### Calculating Elementary “Average Weekly Minutes” = 1650 minutes per week

Grade	Elementary Morning Bell Schedule	Afternoon Bell Schedule	Total Minutes per grade per day	Recess	Lunch	Total Intermissions per day	Total Minutes per week per grade
<b>FORMULAS:</b>						<b>(Recesses + Lunch)</b>	<b>(Total Minutes per grade per day - Total Intermissions per day) x 5 days per week</b>
*K	8:15-10:55	12:15-2:55	400	30	80	110	1450
1	8:15-11:25	12:20-2:55	400	30	55	85	$(400 - 85) \times 5 = 1575$
2	8:15-11:25	12:20-2:55	400	30	55	85	1575
3	8:15-11:35	12:20-2:55	400	30	45	75	1625
4	8:15-11:50	12:35-3:05	410	25	45	70	1700
5	8:15-11:50	12:35-3:05	410	25	45	70	1700
6	8:15-11:50	12:35-3:05	410	20	45	65	1725
					<b>AVERAGE:</b>	75	1650
					<b>FORMULA:</b>		$(1575+1575+1625+1700+1700+1725)/6 = 1650$
<b>*Do not include Kindergarten in your calculations.</b>							

**Calculating Middle School/Junior High "Average Weekly Minutes" = 1975 minutes per week.**

<b>Period</b>	<b>Bell Schedule</b>	<b>Total Minutes per period</b>	<b>Total Minutes per week</b>
Period 1	8:00-8:50	54	270
Period 2	8:54-9:39	49	245
Period 3	9:43-10:28	49	245
Period 4	10:32-11:17	49	245
Period 5A	11:21-11:43	25	125
Period 5B	11:46-12:08	25	Lunch 125
Period 5C	12:11-12:33	26	130
Period 6	12:37-1:22	49	245
Period 7	1:26-2:11	49	245
Period 8	2:15-3:00	45	225
		<b>TOTAL MINUTES PER WEEK</b>	<b>2100</b>
<b>Lunch = 25 minutes per day x 5 days per week = 125 minutes per week</b>			
<b>2100 Total Minutes Per Week</b> <b>- 125 Minutes (Lunch)</b> <b>1975 Average Minutes Per Week</b>			

### Calculating High School "Average Weekly Minutes" = 1965 minutes per week.

Period	Bell Schedule	Total Minutes per period	Total Minutes per Week
Period 1	7:45-8:35	54	270
Period 2	8:39-9:44	69	345
Period 3	9:48-10:38	54	270
Period 4	10:42-11:32	54	270
Period 5A	11:36-12:01	29	145
Period 5B	12:05-12:30	29	Lunch 145
Period 5C	12:34-12:59	29	145
Period 6	1:03-1:53	54	270
Period 7	1:57-2:47	50	250
<b>TOTAL MINUTES PER WEEK</b>			<b>2110</b>

**Lunch = 29 minutes per day x 5 days per week = 145 minutes per week**

**2110 Total Minutes Per Week**  
**- 145 Minutes (Lunch)**  
**1965 Average Minutes Per Week**

## **Calculating System Wide "Average Weekly Minutes" Administrators and School Service Specialists**

**Attendance center # is 00**

**Average Weekly Minutes = 2400 minutes per week**

### **Step 1. Determining Minutes Per Day**

**8 Hours Per Day  
x 60 Minutes Per hour  
480 Minutes Per Day**

### **Step 2. Determining Total Minutes Per Week**

**480 Minutes Per Day  
x 5 Days Per Week  
2400 Total Minutes Per Week**



#### **Step #4: School Term Type**

- **Adding A School Term Type**
  - Select Q for Quarters/Semesters
  - Select I for Trimesters

#### **Step #5: Time Options**

**Time Options are not necessary for completing the Attendance Center data but can save you time if you setup some common minutes for class periods.**

**If you do not use this option then you will have to manually encode minutes for each class assignment in the personnel record forms.**

- **Adding Time Options**
  - **Click on Add Time Option and you will see the following screen.**

Time Option Information

**Time Option Number**  
9 (An assigned identifier for this time option.)

**Total Weekly Minutes**  
0 (Total minutes assigned to this time option.)

Print Report: Time Options Used on Personnel Records

Cancel Save

- **In this example the Time Option Number is 9. This tells you that there have been 8 time options previously created.**
- **Add the Total Weekly Minutes you would like to add as an option. An example of how to use this area is to define one option as the total minutes for one period. A second option would be the total minutes for 2 periods, etc. Examples of how to determine these options are on Pages **pages 11-14.****

- **If you Click on the Print Report: Time Options Used on Personnel Records you will see a report with the following columns:**
  - Attendance Center
  - Time Option
  - Name of Staff
- **Click on the Save Button**

## **Calculating Elementary School Time Options Weekly Class Minutes – Example 1650 Minutes**

**Divide the weekly class minutes between a full time, part time, or departmentalized staff.**

<b>Time Options</b>	<b>Total Weekly Minutes</b>	<b>Formula</b>
1	1650	Full day teacher
2	825	1/2 day teacher
3	0	Assigned a duty

## Calculating Junior High/Middle School Time Options Weekly Class Minutes – Example 1975 Minutes

**Divide the weekly class minutes between the number of periods at the junior high/middle school**

Time Options	Comment	Formula	Total Weekly Minutes	<b>There are approximately 50 minutes per period.</b>
1	1 Period	1975 Minutes divided by 8 Periods	247	
2	2 Periods	(1975 divided by 8) x 2	494	
3	3 Periods	(1975 divided by 8) x 3	741	
4	4 Periods	(1975 divided by 8) x 4	988	
5	5 Periods	Etc.....	1234	
6	6 Periods		1481	
7	7 Periods		1728	
8	8 Periods		1975	
9	Assigned a duty		0	

## Calculating High School Time Options Weekly Class Minutes – Example 1965 Minutes

**Divide the weekly class minutes between the number of periods at the High School**

Time Options	Comment	Formula	Total Weekly Minutes	<p style="text-align: center;"><b>There are approximately 56 minutes per class period.</b></p>
1	1 period	1965 Minutes divided by 7 Periods	281	
2	2 periods	(1965 divided by 7) x 2	561	
3	3 periods	(1965 divided by 7) x 3	842	
4	4 periods	(1965 divided by 7) x 4	1123	
5	5 periods	Etc...	1404	
6	6 periods		1684	
7	7 periods		1965	
8	Assigned a duty		0	

## **Calculating System Wide Time Options Administrators and School Service Specialists**

### **Weekly Class Minutes – Example 2400 Minutes**

Time Options	Formula	Total Weekly Minutes
1	Full Day	2400
2	½ Day	1200
3	Assigned a Duty	0

## RUNNING A REPORT

### **STEP #1: To Print a Hard Copy Report**

- **Click on Print District School Information Report**

District Attendance Center Information

District Base Salary

Highlight a specific attendance center row and choose the option of "Edit Attendance Center Info" button.

Attendance Center	Grade Span	Weekly FTE	Qtr/Trm
00 System Wide	PK-12	2400	Q
01 T F Riggs HS - 01	9-12	1965	Q
02 Georgia Morse MS - 02	6-8	1975	Q
03 Buchanan Elem - 03	KG-5	1650	Q
04 Washington Elem - 04	KG-5	1650	Q
06 Jefferson Elem - 06	PK-5	1650	Q
07 McKinley Elem - 07	KG-5	1650	Q

Data is required for each attendance center before continuing to other menus.

- **You will see a Report similar to the one below.**

Preview

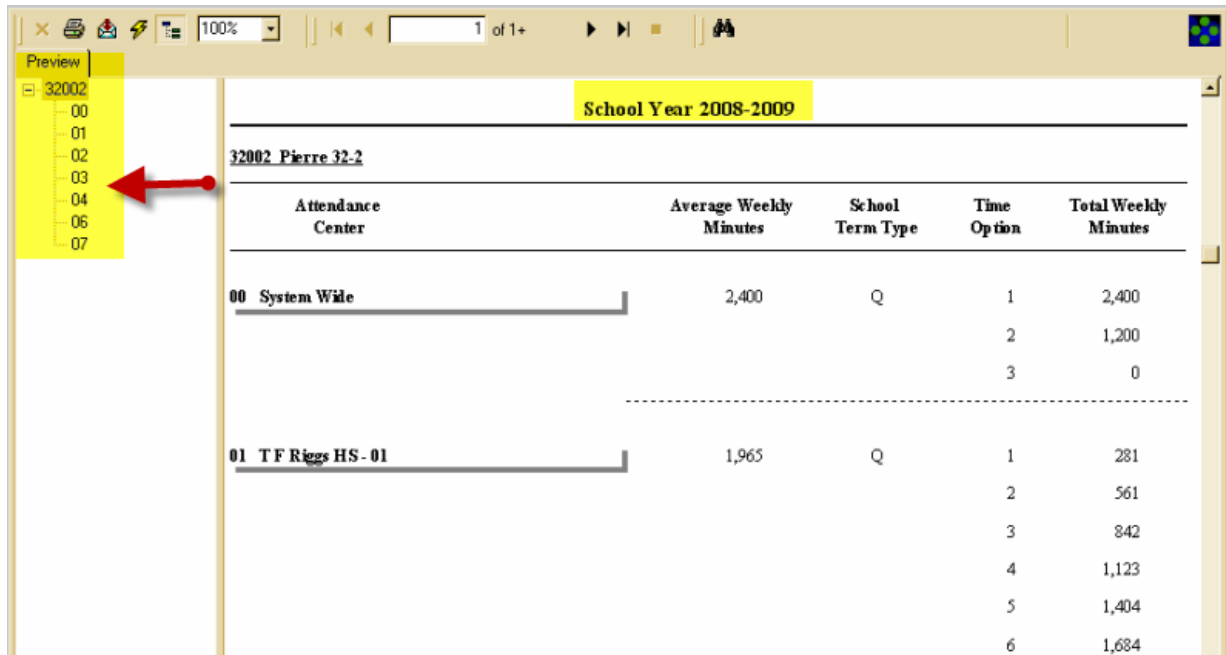
32002

School Year 2008-2009

32002 Pierre 32-2

Attendance Center	Average Weekly Minutes	School Term Type	Time Option	Total Weekly Minutes
00 System Wide	2,400	Q	1	2,400
			2	1,200
			3	0
01 T F Riggs HS - 01	1,965	Q	1	281
			2	561
			3	842
			4	1,123
			5	1,404
			6	1,684

- If you want to view only one Attendance Center then click on the plus sign by the district number and then select the specific Attendance Center.



Preview

32002

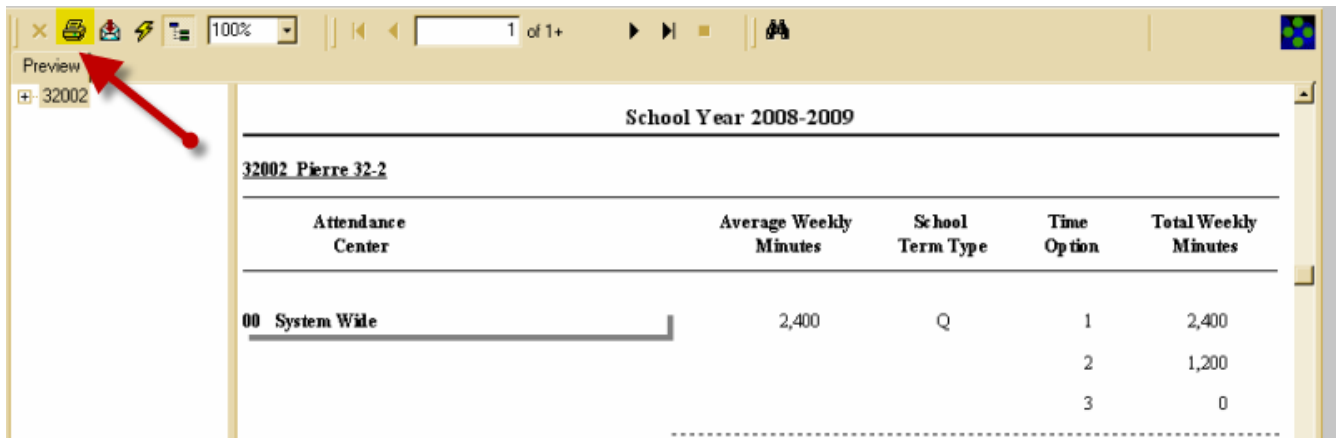
00  
01  
02  
03  
04  
06  
07

School Year 2008-2009

32002 Pierre 32-2

Attendance Center	Average Weekly Minutes	School Term Type	Time Option	Total Weekly Minutes
00 System Wide	2,400	Q	1	2,400
			2	1,200
			3	0
01 T F Riggs HS - 01	1,965	Q	1	281
			2	561
			3	842
			4	1,123
			5	1,404
			6	1,684

- Click on the Printer Button.



Preview

32002

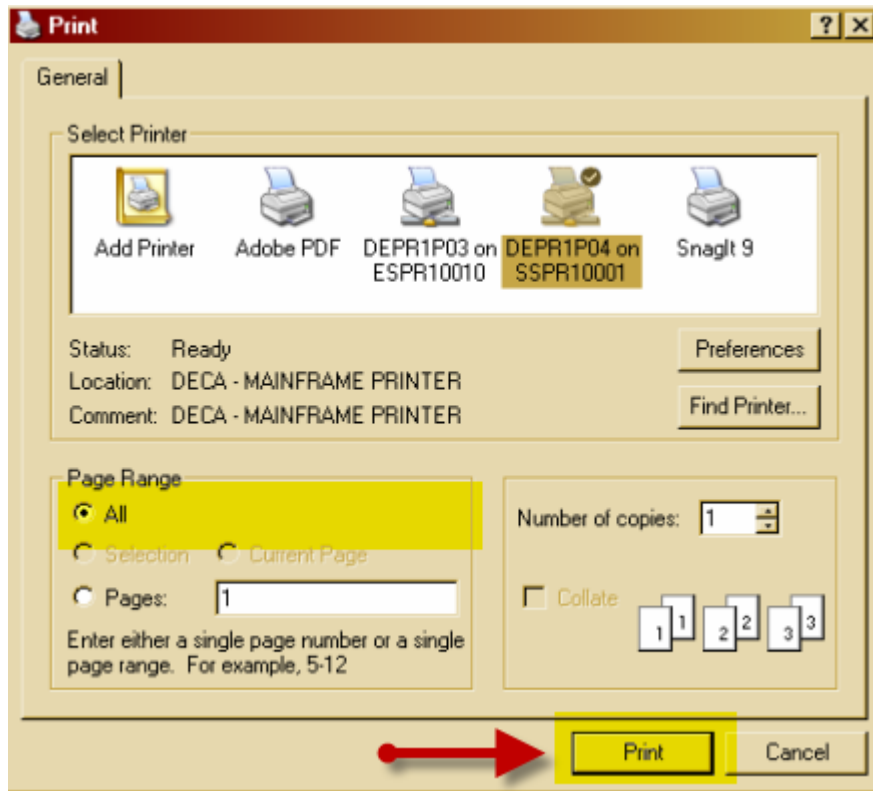
School Year 2008-2009

32002 Pierre 32-2

Attendance Center	Average Weekly Minutes	School Term Type	Time Option	Total Weekly Minutes
00 System Wide	2,400	Q	1	2,400
			2	1,200
			3	0



- **Make sure the Print Range says All.**



- **Click the Print Button**

## MODIFYING ATTENDANCE CENTERS

This section describes what needs to be done if you need to make a change to the Attendance Center:

- Change in School Term Type
  - Change in Time Option
  - Deleting a Time Option
  - Change in Average Weekly Minutes
- 
- Changing A School Term Type

**Open the PRF. Click on:**

- **Actions**
- **District Information**
- **Select Add District/School Information**
- **Highlight the Attendance Center you will update**
- **Click Edit Attendance Center**

- Go to the Drop Down Box - School Term Type.
- Change the selection in the drop down box (ie Q (Quarters/Semesters) to T (Trimesters))
- A message will pop up on your screen.



- This message informs you that a change in school term type requires you to update ALL records for ALL staff encoded to this Attendance Center. To facilitate the process of updating all records you should select CANCEL now, and then click on the Report button "Report By Staff Person" and "Print Report Total FTE By Attendance Center".

- The Reports are highlighted below.

Attendance Center Information  
 Attendance Center: 01 - T. Hogg HS - 01  
 Grade Span: 9 - 12

Average Weekly Minutes:  (Enter the average minutes per week of instructional time)

School Term Type:  (Select Q for quarters/semesters or T for trimesters)

Highlight a specific time option row and choose the option of "Edit Time Option"

Time Option	Total Weekly Minutes
1	281
2	561
3	842
4	1123
5	1404
6	1684
7	1965

Time options are NOT necessary for completing the attendance center data but can save you time if you setup some common minutes for class periods.

IMPORTANT: If you are changing your school term type, average weekly minutes or time options, refer to the "District and School Attendance Center" section of your manual before making changes. After reading the manual if you need clarification, contact DOE at 773-4638.

Print Report: By Staff Person

Print Report: Total FTE By Attendance Center

Print Report: Time Options Used on Personnel Records

Add Time Option Edit Time Option Delete Time Option Cancel Save All

- By printing these reports you will be able to know which personnel records were encoded to this attendance center and will need adjustments made to their personnel record.
- To print the report, click on the report you wish to print. You can then click on the Printer Icon.

Preview

1 of 1+

- Below is an example of what an instructors Personnel Record looks like before the change. To access a person's record you need to click on Actions/District Information/Personnel Record Form. Highlight the persons name and click on Edit Employee Data. The School Type is Q (Quarterly/Semester).

Personnel Record Form

Print SSN

Last Name  First Name  Middle Name

No Longer Employed  Date of Birth

Reporting Type  Gender

Ethnicity  Federal Ethnicity -->  Ethnicity

Total Instruct. Salary  Total Admin/School Service Specialist Salary

Total Teaching Experience (prior to this school year)  Total Admin/School Service Specialist Experience (prior to this school year)

Status Code

Personnel Record Completely Updated?  HOSSE Qualified?:

Total Calculated FTE  (This field is calculated from the PRF Assignment Records below) FTE Override

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
02-Georgia Morse MS - 02	20300	20022	247	X	X	X	X				1975
02-Georgia Morse MS - 02	66666	20022	247	X	X	X	X				1975
02-Georgia Morse MS - 02	66666	20022	494	X	X	X	X				1975

PRF Assignments

Add Assignment Edit Assignment Delete Assignment Edit Gender / Ethnicity Save

- Below is an example of what this record looks like after you have updated the School Term Type. **Notice the Weekly Class Minutes are changed to 0 and the School Term Type has been deleted.**

Personnel Record Form Print SSN 505-02-6795

Last Name  First Name  Middle Name

No Longer Employed  Date of Birth

Reporting Type  Gender

Ethnicity  Federal Ethnicity  Ethnicity

Total Instruct. Salary  Total Admin/School Service Specialist Salary

Total Teaching Experience  Total Admin/School Service Specialist Experience

Status Code

Personnel Record Completely Updated?  HOUSE Qualified?:

Total Calculated FTE  (This field is calculated from the PRF Assignment Records below) FTE Override

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
02-Georgia Morse MS - 02	20300	20022	0								1975
02-Georgia Morse MS - 02	66666	20022	0								1975
02-Georgia Morse MS - 02	66666	20022	0								1975

PRF Assignments

- You must now update the assignments for all staff impacted by this change. You will do this one Position/Assignment at a time. Follow the same steps for all records.
  - Highlight the Position/Assignment
  - Click Edit Assignment
  - Click on the appropriate school term and enter manual minutes or select a time option for each assignment encoded to this attendance center.

PRF Assignment Information

Attendance Center

Position Code

Assignment Code

Trimester1 ☐ Trimester2 ☐ Trimester3 ☐

If the special education teacher is the teacher of record for any core academic subject and awards the grade, then check the box. ☐

If you are a teacher of ESL who provides instruction in core academic subjects check box. ☐

Total Weekly Minutes

Time Option - Number of Weekly Minutes

- Continue with these steps for the next person on the report until ALL records have been updated.

**Be sure to use the Reports you printed to help you  
encode the appropriate information.**

- **Changing A Time Option**

An example of changing a Time Option is if the Attendance Center changes from a 7 period day to an 8 period day.

**Open the PRF. Click on:**

- **Actions**
- **District Information**
- **Select Add District/School Information**
- **Highlight the Attendance Center you will update**
- **Click Edit Attendance Center Info**

- Highlight the Time Option you are changing.
- Click on Edit Time Options (You should determine what your new Time Options will be based on for the new School Schedule) Go to Page 11 – 14 for guidance on how to determine Total Weekly Minutes.

Attendance Center: 01 - F. F. Higgins HS - 01  
Grade Span: 9 - 12

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Average Weekly Minutes:  (Enter the average

School Term Type:  (Select Q for quart

Highlight a specific time option row and choose the option of "E

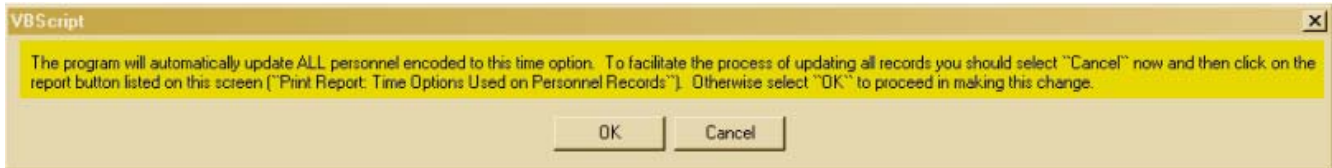
Time Option	Total Weekly Minutes
1	281
2	561
3	842
4	1123
5	1404
6	1684
7	1965

Time options are NOT necessary for completing the attendance center data but can save you time if you setup some common minutes for class periods.

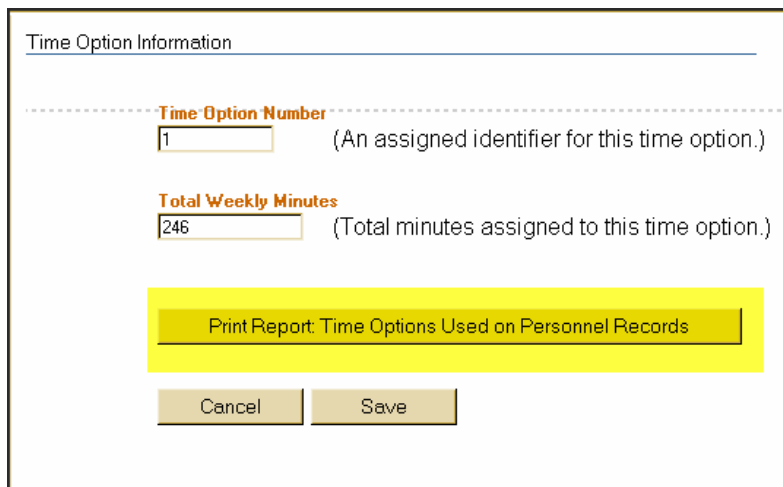
Add Time Option Edit Time Option Delete Time Option

Print

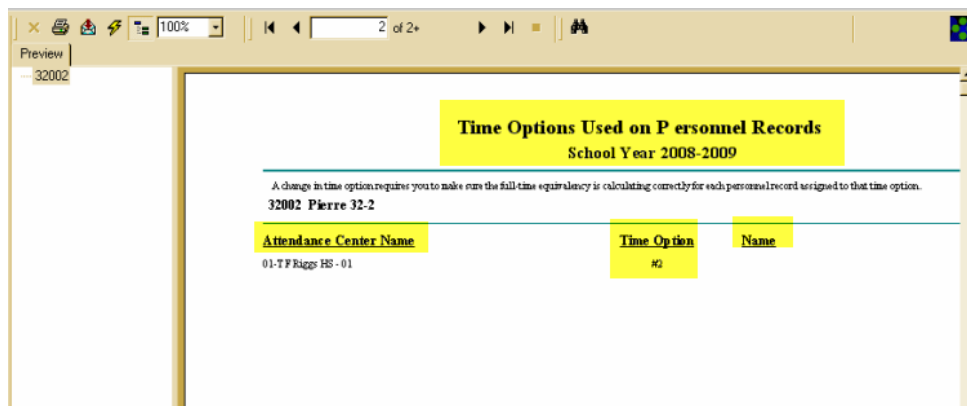
- A message will pop up on your screen.



- This message informs you that the program will automatically update ALL Personnel encoded to this time option. To facilitate the process of updating all records you should select "Cancel" and open the report "Print Report: Time Options Used on Personnel Records". **This Report prints all of the Time Options for the Attendance Center.**
- The Report is highlighted below.

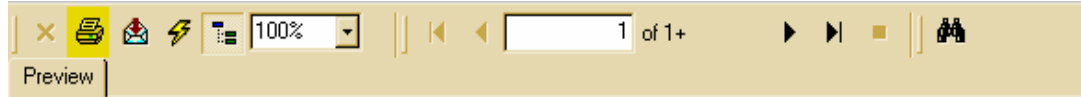
A form titled "Time Option Information". It contains two input fields: "Time Option Number" with the value "1" and a description "(An assigned identifier for this time option.)", and "Total Weekly Minutes" with the value "246" and a description "(Total minutes assigned to this time option.)". Below these fields is a large yellow button labeled "Print Report: Time Options Used on Personnel Records". At the bottom are two buttons: "Cancel" and "Save".

- By printing the report you will be able to know which personnel records were encoded to this Attendance Center Time Option.

A preview window showing a report titled "Time Options Used on Personnel Records" for "School Year 2008-2009". The report includes a note: "A change in time option requires you to make sure the full time equivalency is calculating correctly for each personnel record assigned to that time option." Below this, it shows "32002 Pierre 32-2". A table follows with three columns: "Attendance Center Name", "Time Option", and "Name". The first row of data shows "01-TF Riggs HS - 01" under "Attendance Center Name", "A2" under "Time Option", and an empty cell under "Name".

Attendance Center Name	Time Option	Name
01-TF Riggs HS - 01	A2	

- To print the report, click on the report you wish to print. You can then click on the Printer Icon.



- Once you print the report then change the Total Weekly Minutes for each Time Option.
- You will also need to reflect the change to the Average Weekly Minutes. In the below example, the Total Weekly Minutes Time Option 1 has been changed from 1650 to 1550. Time Option Two was then changed from 825 to 775. The Average Weekly Minutes was changed to 1550 to reflect this update.

**Average Weekly Minutes:**  (Enter the average m

**School Term Type:**  (Select Q for quarters

**Highlight a specific time option row and choose the option of "Edi**

Time Option	Total Weekly Minutes
1	1550
2	775
3	0

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co

Time options are NOT necessary for completing the attendance center data but can save you time if you setup some common minutes for class periods.

Print R

Add Time Option Edit Time Option Delete Time Option

**A change in time option requires you to make sure the full-time equivalency is calculating correctly for each personnel record.**



- You should view all records to ensure all of the updates are correct. Follow the same steps for all records.

**Be sure to use the Reports you printed to help you encode the appropriate information.**

- **Deleting A Time Option**

An example of when a Time Option is deleted for an Attendance Center is when it goes from a 7 period day to a 6 period day.

**BEFORE:** Example of a Personnel Record Form before a time option is deleted. Notice the Full Time Equivalency is 1

Personnel Record Form Print SSN [REDACTED]

Last Name [REDACTED] First Name [REDACTED] Middle Name [REDACTED]

No Longer Employed Choose: [REDACTED] Date of Birth [REDACTED]

Reporting Type [REDACTED] Gender ☒ M

Ethnicity ☒ WH Federal Ethnicity --> Hispanic ☒ N Ethnicity White

Total Instruct. Salary [REDACTED] Total Admin/School Service Specialist Salary [0]

Total Teaching Experience (prior to this school year) [0] Total Admin/School Service Specialist Experience (prior to this school year) [0]

Status Code [1st yr of empl in any school system, in any state, in a position requiring certification.]

Personnel Record Completely Updated? ☒ No ☐ Yes HOUSSE Qualified?: N

Total Calculated FTE [1] (This field is calculated from the PRF Assignment Records below) FTE Override [0]

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
01-T F Riggs HS - 01	20400	12104	1967	X	X	X	X	X	X	X	1967

PRF Assignments

Add Assignment Edit Assignment Delete Assignment Edit Gender/DOB/Ethnicity/Name Save

**Open the PRF. Click on:**

- **Actions**
- **District Information**
- **Select Add District/School Information**
- **Highlight the Attendance Center you will update**
- **Click Edit Attendance Center Info**

- Highlight the Time Option you are deleting.
- Click on the Delete Time Option button.

Attendance Center: 01 - F. F. Higgins HS - 01

Grade Span: 9 - 12

Average Weekly Minutes:  (Enter the average)

School Term Type:  (Select Q for quart)

Highlight a specific time option row and choose the option of "E"

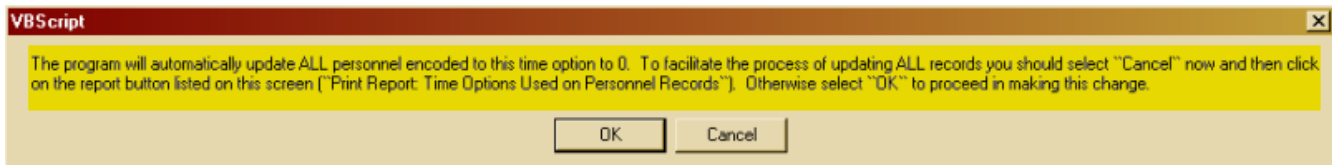
Time Option	Total Weekly Minutes
1	281
2	561
3	842
4	1123
5	1404
6	1684
7	1965

Time options are NOT necessary for completing the attendance center data but can save you time if you setup some common minutes for class periods.

Print

Add Time Option Edit Time Option Delete Time Option

- A message will pop up on your screen.



- This message informs you that the program will automatically update ALL personnel encoded in this time option to 0. To facilitate the process of updating all records you should select "Cancel" and open the report "Print Report: Time Options Used on Personnel Records". **This Report prints all of the Time Options for the Attendance Center.**
- The Report is highlighted below.

Time Option Information

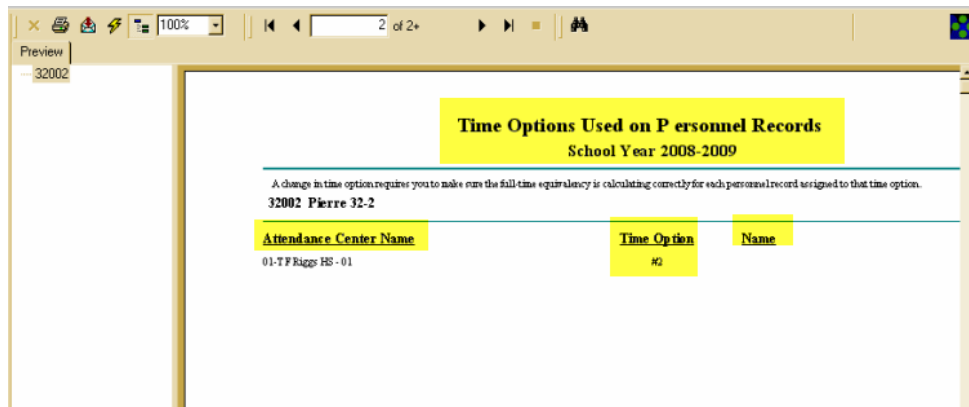
Time Option Number:  (An assigned identifier for this time option.)

Total Weekly Minutes:  (Total minutes assigned to this time option.)

Print Report: Time Options Used on Personnel Records

Cancel Save

- By printing the report you will be able to know which personnel records were encoded to this Attendance Center Time Option.



Preview  
32002

**Time Options Used on Personnel Records**  
School Year 2008-2009

A change in time option requires you to make sure the full-time equivalency is calculating correctly for each personnel record assigned to that time option.  
32002 Pierre 32-2

Attendance Center Name	Time Option	Name
01-TF Rags HS - 01	#2	

- To print the report, click on the report you wish to print. You can then click on the Printer Icon.



- Once you print the report, you can then change the Total Weekly Minutes for each Time Option. Go to Page 11 – 14 for guidance on how to determine Total Weekly Minutes.
- Click on “Delete Time Option” and Click OK.
- You will also need to reflect the change to the Average Weekly Minute.

**A change in time option requires you to make sure the full-time equivalency is calculating correctly for each personnel record.**

- Below is an example of what an instructors Personnel Record looks like BEFORE the Time Option has been changed

Personnel Record Form Print SSN [REDACTED]

Last Name [REDACTED] First Name [REDACTED] Middle Name [REDACTED]

No Longer Employed Choose: [REDACTED] Date of Birth [REDACTED]

Reporting Type [REDACTED] Gender [M]

Ethnicity [WH] Federal Ethnicity --> Hispanic [N] Ethnicity [White]

Total Instruct. Salary [REDACTED] Total Admin/School Service Specialist Salary [0]

Total Teaching Experience (prior to this school year) [0] Total Admin/School Service Specialist Experience (prior to this school year) [0]

Status Code [1st yr of empl in any school system, in any state, in a position requiring certification.]

Personnel Record Completely Updated? [No] HOUSE Qualified?: N

Total Calculated FTE [1] (This field is calculated from the PRF Assignment Records below) FTE Override [0]

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
01-T F Riggs HS - 01	20400	12104	1967	X	X	X	X	X	X	X	1967
PRF Assignments											

Add Assignment Edit Assignment Delete Assignment Edit Gender/DOB/Ethnicity/Name Save

- Below is an example of what an instructors Personnel Record looks like AFTER the Time Option has been changed.

Personnel Record Form Print SSN [REDACTED]

Last Name [REDACTED] First Name [REDACTED] Middle Name [REDACTED]

No Longer Employed Choose: [REDACTED] Date of Birth [REDACTED]

Reporting Type [Non-Certified Educator] Gender [M]

Ethnicity [WH] Federal Ethnicity --> Hispanic [N] Ethnicity [White]

Total Instruct. Salary [REDACTED] Total Admin/School Service Specialist Salary [0]

Total Teaching Experience (prior to this school year) [0] Total Admin/School Service Specialist Experience (prior to this school year) [0]

Status Code [1st yr of empl in any school system, in any state, in a position requiring certification.]

Personnel Record Completely Updated? [No] HOUSE Qualified?: N

Total Calculated FTE [0] (This field is calculated from the PRF Assignment Records below) FTE Override [0]

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
01-T F Riggs HS - 01	20400	12104	0	X	X	X	X	X	X	X	1968
PRF Assignments											

Add Assignment Edit Assignment Delete Assignment Edit Gender/DOB/Ethnicity/Name Save

- Highlight the Assignment you are editing and Click on Edit Assignment.
- Select the appropriate Time Option. Click Save.

The screenshot shows a web form titled "PRF Assignment Information". It contains several dropdown menus and radio buttons. The "Attendance Center" dropdown is set to "01 - T F Riggs HS - 01". The "Position Code" dropdown is set to "20400 - High School Teacher". The "Assignment Code" dropdown is set to "12104 - Accounting I". Below these, there are four radio buttons labeled "Quarter 1", "Quarter 2", "Quarter 3", and "Quarter 4", all of which are unselected. A yellow highlighted box contains two fields: "Total Weekly Minutes" with a text input field containing "328", and "Time Option - Number of Weekly Minutes" with a dropdown menu set to "1 - 328". At the bottom right of the form are "Cancel" and "Save" buttons.

- You should view all records to ensure all of the updates are correct. Follow the same steps for all records.

**Be sure to use the Reports you printed to help you encode the appropriate information.**

- **Change In Average Weekly Minutes**

**Open the PRF. Click on:**

- **Actions**
- **District Information**
- **Select Add District/School Information**
- **Highlight the Attendance Center you will update**
- **Click Edit Attendance Center Info**

**BEFORE:** Example of a Personnel Record Form before the Change in Average Weekly Minutes. Notice the Full Time Equivalency is 1.

Personnel Record Form Print SSN [REDACTED]

Last Name [REDACTED] First Name [REDACTED] Middle Name [REDACTED]

No Longer Employed Choose: [REDACTED] Date of Birth [REDACTED]

Reporting Type [REDACTED] Gender [M]

Ethnicity [WH] Federal Ethnicity --> Hispanic [N] Ethnicity [White]

Total Instruct. Salary [REDACTED] Total Admin/School Service Specialist Salary [0]

Total Teaching Experience (prior to this school year) [0] Total Admin/School Service Specialist Experience (prior to this school year) [0]

Status Code [1st yr of empl in any school system, in any state, in a position requiring certification.]

Personnel Record Completely Updated? [No] HOUSE Qualified?: N

Total Calculated FTE [1] (This field is calculated from the PRF Assignment Records below) FTE Override [0]

Attendance Center	Position	Assign	Min/Wk	Q1	Q2	Q3	Q4	T1	T2	T3	Wk Min
01-T F Riggs HS - 01	20400	12104	1968	X	X	X	X	X	X	X	1968

PRF Assignments

Add Assignment Edit Assignment Delete Assignment Edit Gender/DOB/Ethnicity/Name Save

- Update the Average Weekly Minutes .

**Average Weekly Minutes:**  (Enter the average weekly minutes)

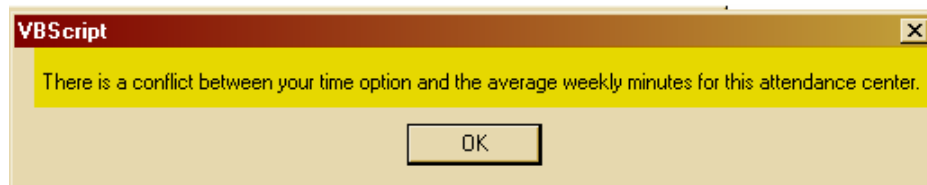
**School Term Type:**  (Select Q for quarter)

**Highlight a specific time option row and choose the option of "E"**

Time Option	Total Weekly Minutes
1	328
2	656
3	984
4	1312
5	1640
6	1968
8	0

Time options are NOT necessary for completing the attendance center data but can save you time if you setup some common minutes for class periods.

- Click Save All.
- If you did not update your Total Weekly Minutes to reflect the new Average Weekly Minutes you will receive the following message:



- This message informs you that you have a conflict between your time option and the average weekly minutes for the Attendance Center.

**Follow the Instructions for Editing Weekly Minutes**

- Click Save all when you are done.